

Notification of Room Maintenance Required

Date: [Insert Date]

To: [Recipient's Name]

Room: [Room Number]

Dear [Recipient's Name],

This letter is to inform you that maintenance is required in your assigned room. We have identified the following issues that need to be addressed:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Please ensure that the room is accessible for our maintenance team on [Insert Date and Time]. If you have any scheduling conflicts, kindly contact us at [Contact Information] to arrange an alternative time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]